

City of Santa Clara
Parks & Recreation Department
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Community Recreation Center
969 Kiely Boulevard
Santa Clara, CA 95051-5099
updated 02/20/07

FACILITY USE INFORMATION RECREATION BUILDINGS

The City of Santa Clara provides the Community Recreation Center and Park Buildings for your use and enjoyment. The following guidelines and rules have been established for private use of these facilities.

I. WHO CAN USE THE FACILITIES?

II.

City of Santa Clara facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.

Priority	Requirements
1	City of Santa Clara sponsored activities.
2	Santa Clara Unified School District, other school districts having reciprocal agreements with the City and other schools located within the City limits.
3	West Valley/Mission College, other governmental units and public agencies.
4	Youth organizations that: <ul style="list-style-type: none">• Are non-profit• Serve the City of Santa Clara• Have an organizational structure• Do not charge an admission.
5	Semi-public agencies and political organizations.
6	Non-profit community service groups, civic associations, churches and charitable organizations.
7	Other schools serving Santa Clara residents (Santa Clara University, Mitty, etc.)
8	Special interest groups serving Santa Clara (dance clubs, photo clubs, art associations, sports clubs, etc.).
9	Private Parties: (Social Activities) <ul style="list-style-type: none">• All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public.• City of Santa Clara business firms and Santa Clara based organizations conducting official company or group activities. City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc. (For a wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents. No other family member may make the reservation).
10	Fund raising activities - all priorities in categories 2-9.

II. HOW DO I APPLY?

- All applications must be made at the CRC, 969 Kiely Blvd., Santa Clara. NO RESERVATIONS MADE BY PHONE.
- A City of Santa Clara resident (for private or organizational event) or employee of Santa Clara based business (for Company events) must be present to complete permit application. *Proof of Santa Clara address required.* Organizations with 51% of membership Santa Clara residents must provide roster (roster for organizations with name, address, and phone number of members submitted within seven working days of application).
- Permit applications are accepted no more than 4 months in advance and no less than 7 days in advance (example: if June 6th is desired date, apply no earlier than February 6 and no later than May 30). There are no exceptions to this rule. Following is a schedule for making reservations:

<u>Month of Use</u>	<u>When to Apply</u>
January.....	September
February.....	October
March.....	November
April.....	December
May.....	January
June.....	February

<u>Month of Use</u>	<u>When to Apply</u>
July.....	March
August.....	April
September.....	May
October.....	June
November.....	July
December.....	August

If the application date (four months in advance) falls on a Sunday or a holiday, applications will be accepted the following working day.

- D. **Reservations are accepted at the opening of business at the Community Recreation Center. Please call to confirm office hours. If there is more than one group present requesting the same facility and date, Santa Clara residency requirements will be checked and numbers will be drawn. The person drawing the lowest number will be given the first opportunity to reserve the facility. Only one person per group may draw a number.**
- E. Hours of Use:
- All fees are based on a minimum of three hours for meetings and social events; four hours for fund-raising events.
 - Room charges begin at the time applicant enters the facility, including time required for set-up/decorating.
 - Park buildings may be reserved beginning at 9:00am, including set-up time, and cannot go later than 10:00pm, including clean-up. Events must be over and cleaned up by this time.
- F. Confirmation is secured AFTER the City staff has approved application. Written notification of approval is sent approximately seven to ten days after the application is made.
- G. Room rental includes City owned tables and chairs; additional rental tables and chairs are **not** allowed in City facilities.
- H. Deposits are refundable if no damage occurs and area is left in reasonably clean condition with tables cleared, etc. Any balloons, string, or decorations must be picked up. Trash should be in receptacles provided.
- Deposits are automatically refunded by mail (if paid by check or cash) or refunded to credit card (if paid by credit card) approximately three weeks after the event.
 - General Provisions of Fee Schedule
 - Applicant must make every effort to adhere to rental hours. If event lasts longer than originally billed, extra hours will be deducted from the security deposit.
 - If event ends before time designated on application, fees will not be prorated.
- I. Entire balance of fees is due no later than ten (10) days before date of reservation. Where fees exceed \$400.00, a twenty-five percent (25%) down payment is due within 7 days of application; remaining balance due 10 days prior to reservation date.

III. WHAT FACILITIES ARE AVAILABLE FOR RENT?

Park Building *Rental Fees effective 7/1/06	MAXIMUM CAPACIT	FEES- PRIORITY 9	FEES- PRIORITY 1, 2 & 4	FEES- PRIORITY 3, 5, 6, 7 & 8	FEES- PRIORITY 10	SECURITY DEPOSIT	FOOD	BEER, WINE & CHAMPAGNE	AMPLIFIED SOUND
• Agnew	60	\$23/hr.	No Charge	\$14/day	%15 of	\$ 50.00	YES	NO	NO
• Bowers	60	\$23/hr.	No Charge	\$14/day	gross	\$ 50.00	YES	NO	NO
• Lick Mill	60	\$46/hr.	No Charge	\$14/day	receipts	\$100.00	YES	NO	NO
• Machado	60	\$23/hr.	No Charge	\$14/day	or same	\$ 50.00	YES	NO	NO
• Maywood	60	\$23/hr.	No Charge	\$14/day	as priority	\$ 50.00	YES	NO	NO
• Montague	60	\$23/hr.	No Charge	\$14/day	9	\$ 50.00	YES	NO	NO

Rooms are available for public use on a space available basis. **Smoking, alcohol and amplified music is not allowed in any room.**

IV. FOOD AND ALCOHOL REGULATIONS

- A. If event is to be catered, a caterer from the City's "Approved Caterer's List" may be selected. This list is available at the CRC.
- B. If a caterer not listed is desired, that caterer must complete required documents provided by the City (i.e. business license, proof of insurance). Once completed and approved, that caterer will be added to the City's list and kept on the list for one year.
- C. The name of the selected caterer and any necessary paperwork must be submitted to the CRC office no later than ten (10) working days prior to the date of the event.
- D. Caterers and participants may enter the facility no earlier than the time listed on the permit.
- E. Alcoholic beverages are not allowed in any Park Building.

V. SET UP AND CLEAN UP

A. SET-UP

- Contract holder is responsible for set-up in park buildings. Tables and chairs are provided.
- No decorations are allowed on the walls. Decoration time must be included in the use time and appropriate fees charged.

B. CLEAN UP

- Tables must be cleared and decorations removed from the rooms.
- The kitchen must be cleaned after use. All garbage must be bagged and will be removed by the building staff.
- A group must be cleaned up and all individuals out of the building by the time listed on the permit.
- Reservation permits can be no later than 10:00pm in park buildings. All participants and caterers must be out of the building at that time.

VI. GENERAL INFORMATION

- A. If residency is falsified, all fees and facility reservations will be forfeited.
- B. No amplified music is allowed in any park building. Amplified sound is allowed in the C.R.C. with prior Department approval (City Ordinance #1357).
- C. City Ordinance #1529 prohibits smoking in any public building.
- E. If the facility reservation regulations are violated, the applicant forfeits both the use fees and security deposit; reservations will be refused for future use.
- F. Reservation cancellations must be made at least seven (7) days in advance for a refund minus a \$25.00 cancellation fee. Cancellations made less than 7 days will forfeit all fees.
- G. Only the bride, groom, or parents of either may make wedding reception requests. The person making the reservation must be a resident of the City of Santa Clara.
- H. No portable barbecues allowed in any of the parks.
- I. No inflatables, bounce houses or interactive games are allowed in City of Santa Clara facilities.
- J. Keys may be picked up no earlier than one hour before rental time when the Community Recreation Center (C.R.C.) is open. If the C.R.C. is closed at that time, keys may be picked up no earlier that one hour before the closing time prior to rental time.
- K. Rental applicant must pick up key. Photo identification is required when picking up the key.
- L. If keys are issued during non-office hours (any hours not listed below) A \$50.00 fee will be applied to your rental permit to cover staffing cost.

Office hours are as follows:

Monday- Thursday . 8:00a.m.-7:30p.m. (key pick-up/drop-off until 8:00p.m.)
Friday 8:00a.m.-4:30p.m. (key pick-up/drop-off until 5:00p.m.)
Saturday..... 9:00a.m.-11:30a.m. (key pick-up/drop-off until noon.)
Sunday..... CLOSED (pick-up key between 11:00a.m. and noon on Saturday)

- M. *Remember: Even though you may have the keys before your rental time begins, you may not enter the building until the time listed on your use permit and you must leave the building by the time listed on your permit.*